



Reimbursement Policy

Purpose: To ensure all volunteer expenses are reimbursed fairly, consistently and transparently.

1. REIMBURSEMENTS

1.1. WHAT'S REQUIRED

- A receipt must be provided for all reimbursements.
- The Treasurer handles reimbursements to ensure accurate records.

1.2. HOW REIMBURSEMENT WORKS

- Reimbursement is normally made by bank transfer.
- The treasurer records:
 - What was bought
 - The amount
 - Who was reimbursed
 - The date

1.3. SPENDING IN ADVANCE

- Volunteers should check with the Treasurer or Chair before making payments over the agreed amount of £20.

2. FINANCIAL TRANSPARENCY

- All spending is recorded in the PTA accounts.
- Records are viewed at committee meetings
- A summary is shared in the AGM
- This supports good governance and our responsibility as a charity.

3. REVIEW OF THIS POLICY

This policy should be reviewed annually or when the PTA's charitable procedures or status changes.

4. POLICY CONTROL

Version	Date	Details
1.0	15 May 2026	Policy Adopted